

**Eastern Connecticut State University
JOB OPPORTUNITY
Director of Auxiliary Services**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Willimantic, Connecticut
Job Posting No: SU1104
Hours: Full Time
Closing Date: Open until filled

Eastern Connecticut State University, Connecticut's public liberal arts university, invites applications for the following position:

Director of Auxiliary Services
(Search ID: SU1104)

The Auxiliary Services Director administers and enforces contracts with food service, bookstore, vending, and other auxiliary vendors, to include interpretation of contract terms, negotiations of language modifications, preparations of RFPs, proposal evaluation, resolution of contract disputes, and regular inspections of operations. The Auxiliary Services Director manages and enforces contract terms for food service, bookstore, vending, ATMs, leased facilities, and software/hardware systems contracted from vendors. Responsible for supporting all on-campus and off-campus retail transactions on the University's debit card, including operation and networking of all related equipment, maintenance of databases, and accuracy of financial records subject to accounting standards and audit. Manages data systems, equipment, and safety measures required for the University's electronic access system and its electronic equipment providing camera surveillance in all major buildings, garages, and public areas.

Qualifications: Bachelor's degree in management, finance, accounting or a related field required; five to seven years of professional experience in financial systems reporting and/or operations, with finance and database systems; and superior communication skills required. Demonstrated ability to effectively manage an office and supervise staff also required. These qualifications may be waived for individuals with appropriate alternate experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Applications should be submitted through Eastern's Online Employment Application Form at <http://www.easternct.edu/humanresources/jobs.html>. You can contact Rebecca Davis at davisr@easternct.edu for inquiries. Application consists of a cover letter addressing the qualifications as noted, a current resume, and names and addresses of three professional references. Screening of applications will begin immediately and continue until appointment is made. Start date is negotiable following completion of search.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.